

TAP

File Upload (FLE) Instructions

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TAP FILE UPLOAD OVERVIEW

- Employers can submit employees' W-2 and 1099 files, and the MW-3 Annual Reconciliation in TAP.
- Payroll service providers, professional preparers, and third party representatives can submit files on behalf of clients, with a single login.
- TAP File Upload (FLE) is compatible with most payroll software products.
- W-2 files must be submitted in **text (.txt) format only** and must meet Social Security Administration Publication No. 42-007 (EFW2) requirements.
Verify your W-2 file format at: <http://www.socialsecurity.gov/employer/accuwage/index.html>.
- 1099 files must be submitted in **text (.txt) format only** and must meet IRS publication 1220 format specifications. Verify your 1099 file format at: <https://fire.test.irs.gov>.
- MW-3s are required to be in a Zip format and can be filed using [approved payroll software](#).

TAP FILE UPLOAD REGISTRATION

Register for a TAP File Upload (FLE) Account by following these steps:

1. Go to the [TAP](#) homepage
2. Select the File Upload link
3. Enter the required information and select **Submit**

Note: If you have a TAP account, the email address you provide on the FLE registration form must be the exact email you created the original TAP account with.

Usually, within 5-10 minutes, you will receive an authorization code and a temporary password from TAP@mt.gov to log in to your account. Immediately upon logging in the first time, you are required to change your password and update your profile information.

UPLOAD AND SUBMIT FILES

❖ **After creating a File Upload (FLE) Account, upload W-2s or 1099s by following these steps:**

1. Log in to your TAP account
2. Select the blue **Account ID** link ending with FLE, from your Home page
3. Select **Submit New File**
4. Select a file to submit: **W-2 File** or **1099 File**
5. Enter the tax year the reporting is for
6. Select **Browse**
7. Enter a description of the file you are submitting
8. Select **Choose File** and navigate to the file you would like to upload
9. Select **Open**
10. Select **Save** (the file will appear in the Attachments section in the left toolbar)
11. Select **Submit**

Upload and submit MW-3 files with one of the two following options:

❖ Submit several MW-3 files using File Upload

Once you have verified that your software vendor is approved, follow these steps to submit your file:

1. Log in to your TAP account
2. Select the blue **Account ID** (link ending with WTH), from your Home page
3. Select **Submit New File**
4. Select the **MW-3 File** button
5. Select the tax year that the return is for
6. Select **Browse**
7. Enter a description
8. Select **Choose File** and navigate to the file you would like to upload
9. Select **Open**
10. Select **Save**
11. Select **Submit**

❖ Submit a single MW-3 using your TAP withholding account

1. Log in to your TAP account
2. Select the blue **Account ID** (link ending with WTH), from your Home page
3. Select **File Now** next to the period you wish to file
4. Complete fields 1-3 and verify all payments in the lower table are correct
5. Select **Submit**

FREQUENTLY ASKED QUESTIONS

I registered for a File Upload (FLE) account. Where is my authorization code and temporary password?

The authorization code and temporary password will be emailed from TAP@mt.gov. Some internet providers and spam filters may stop certain emails. Make sure you set your spam filters to allow email from TAP@mt.gov. If you are unable to locate the email, please [contact us](#) for further assistance.

Do I need to enter an authorization code each time I log in to TAP?

Yes, unless you choose the “Trust This Computer” option, you will be required to request and provide a new authorization code each time you log into your TAP account. Do not choose “Trust This Computer” if you are using a public computer.

Can I submit an MW-3 and a W-2/1099 file at the same time?

No, each file type must be submitted separately to avoid submission errors and rejected files.

Can I submit Forms 5498 through TAP?

Yes, to submit a Form 5498 file, select that you are submitting a 1099 file and submit the Form 5498 file as usual.

How do I troubleshoot file submission errors?

- Be sure to update your software regularly. This assures that if software errors have been found and corrected your files will not be rejected for those errors.
- If you are not given the option to select a specific file type:
 1. Select **Home** from the menu bar
 2. Select the blue **Account ID** (link ending with FLE), from your Home Page
 3. Be sure the **File Upload** tab is selected
 4. Select **Add/Remove Access of File Formats** to add the file type you need to submit
- Other troubleshooting tips:
 1. Verify that the file format is a text (.txt) file and you have selected the correct file type i.e.: W-2 vs 1099.
 2. Confirm the required RS record (State Withholding amount) is in the W-2 file submissions.
 3. Confirm each record ends with a required carriage return/line feed.

Where do I find a previously submitted file?

1. Log in to your TAP account
2. Select the blue **Account ID** (link ending with FLE), from your Home Page
3. Select **Requests**
4. If you do not see previously submitted files, select **Change Date**, and enter an earlier date

I have multiple tax accounts. Can I access all of them in TAP?

❖ Yes. You can add access to any tax account that is included in the TAP system

How do I make a payment using TAP?

If you have a tax account in TAP, you can e-Pay within your tax account by following these steps:

1. Log in to your TAP account
2. Select the blue **Account ID** link from your Home Page
3. On the left side of the screen select **Make a Payment**
4. Select the Period for which you are making a payment
5. Select the Payment Type (E-Check or Credit/Debit card)
6. Enter the personal and banking information as required
7. **Submit** your payment

MONTANA DEPARTMENT OF REVENUE CONTACT INFORMATION

Call our **Citizen Services Call Center** for assistance with your individual, nonresident or business tax questions, Monday through Friday, 8 am to 5 pm (Mountain Time)

In Helena

406-444-6900

Outside of Helena
Telephone Device for the Deaf-TDD
After hours/weekends:

1-866-859-2254
406-444-2830
[Citizen Services Email](#)